

Inserting, Deleting, and Moving Text

Summary

Microsoft Word is a word-processing program used to create a variety of files. Examples include personal and business letters, flyers, invitations, fax cover sheets, brochures, formal research papers, and bulleted or numbered lists. Text can be easily moved around in a *Microsoft Word* file. Therefore, it is important to know the basics of inserting, deleting, and moving text.

Step-by-Step Directions

Inserting Text

1. Move your cursor to the point where you want to insert text.
2. Click the mouse to anchor the cursor.
3. Type the new letters or words.

Deleting Text

1. Highlight the text you would like to remove by clicking and dragging the mouse over the word.
2. Press the **Backspace** key. (On a Macintosh: This is the **Delete** key.)
3. Alternatively, you may also place the cursor to the right of the letters or words you would like removed.
4. Press the **Delete/Backspace** key to remove each letter.

Moving Text

1. Highlight the words or text you would like to move.
2. Click **Edit** on the Menu bar and choose **Cut**.
3. Place the cursor where you wish the cut text to be inserted.
4. Click **Edit** on the Menu bar and choose **Paste**.

Quick Tip

Use a shortcut to highlight a word within a file. Place the cursor on the word you wish to highlight and double click.

